

## Winterport Recreation Board Meeting 12/19/2007

### MEETING AGENDA AND MINUTES

Meeting Date:	December 19, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member		Chris Beaulieu	Board Member
	Helga Meo	Board Member	X	Scott Misler	Alt Board Member
X	Mike Knupp	Board Member		Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member			
X	Ken Miller	Board Member	X	Emily Cartwright	

### DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

### AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Recreation Coordinator Report	6:05	Dave (via written report)
3.	Basketball Status Check	6:10	All
4.	Park Improvement Status Check	6:25	All
5.	Mature Programs Status Check	6:30	All
6.	Policies and Procedures Review	6:35	All
7.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

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### MINUTES:

#### 1. **Review of Agenda and Action Items**

Mike brought the meeting to order at 6:05 pm. We reviewed the agenda briefly. Mike acknowledged that he has sent an email to Dave on AI#14 and he is looking into the request.

#### 2. **Recreation Coordinator Report**

Mike reviewed the Recreation Coordinator Report that Dave submitted via email. See the December Recreation Board Report for the actual report.

#### 3. **Basketball Status Check**

This item was covered when the Rec Coordinator Report was reviewed.

#### 4. **Park Improvement Status Check**

Benches were not put in place for the ice rink before snowfall. Mike will follow up with Dave on getting the ice rink flooded.

#### 5. **Mature Programs Status Check**

Mike discussed the coached clinic that Dave Lester provided to the PreK/K and 1<sup>st</sup>/2<sup>nd</sup> grade coaches. It was a very helpful clinic and was a productive use of time.

Ken provided a status of the youth XC ski program that is being planned with Emily Cartwright. The registration form is being finalized and will be distributed when the kids come back from winter break. A registration night has been planned for 1/7.

#### 6. **Policies and Procedures Review**

This item was deferred to next meeting.

#### 7. **Meeting Wrap Up and Confirm Next Meeting**

Mike brought the meeting to a close at 7:00pm and scheduled the December meeting for 12/19.

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### FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.				
2.				

### FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
January 16 <sup>th</sup> , 2008	6:00pm @ Victoria Grant Civic Center	Mike / Heather

### ACTION ITEMS

#### Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
14	11/14	Inquire on status of hockey donation request	12/20 – Dave checking on this	OPEN	Dave	12/21

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## Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06